

ASPIRING LEADERS CAPSTONE PROJECT

State Employee Parking
at
Bradley International Airport



Objective

To increase non-airline revenue at Bradley International Airport by eliminating the complimentary parking for State employees and generating revenue through the travel authorization process.

History

Over two decades of free parking for State employees.

Parking operator: Standard Parking Corporation

The parking contract has allowed parking for State employees and official visitors designated by Airport Administration.

April 2006 – A letter sent to all Agencies clarifying that “free” parking was for State employees conducting State business only.

History (Cont.)

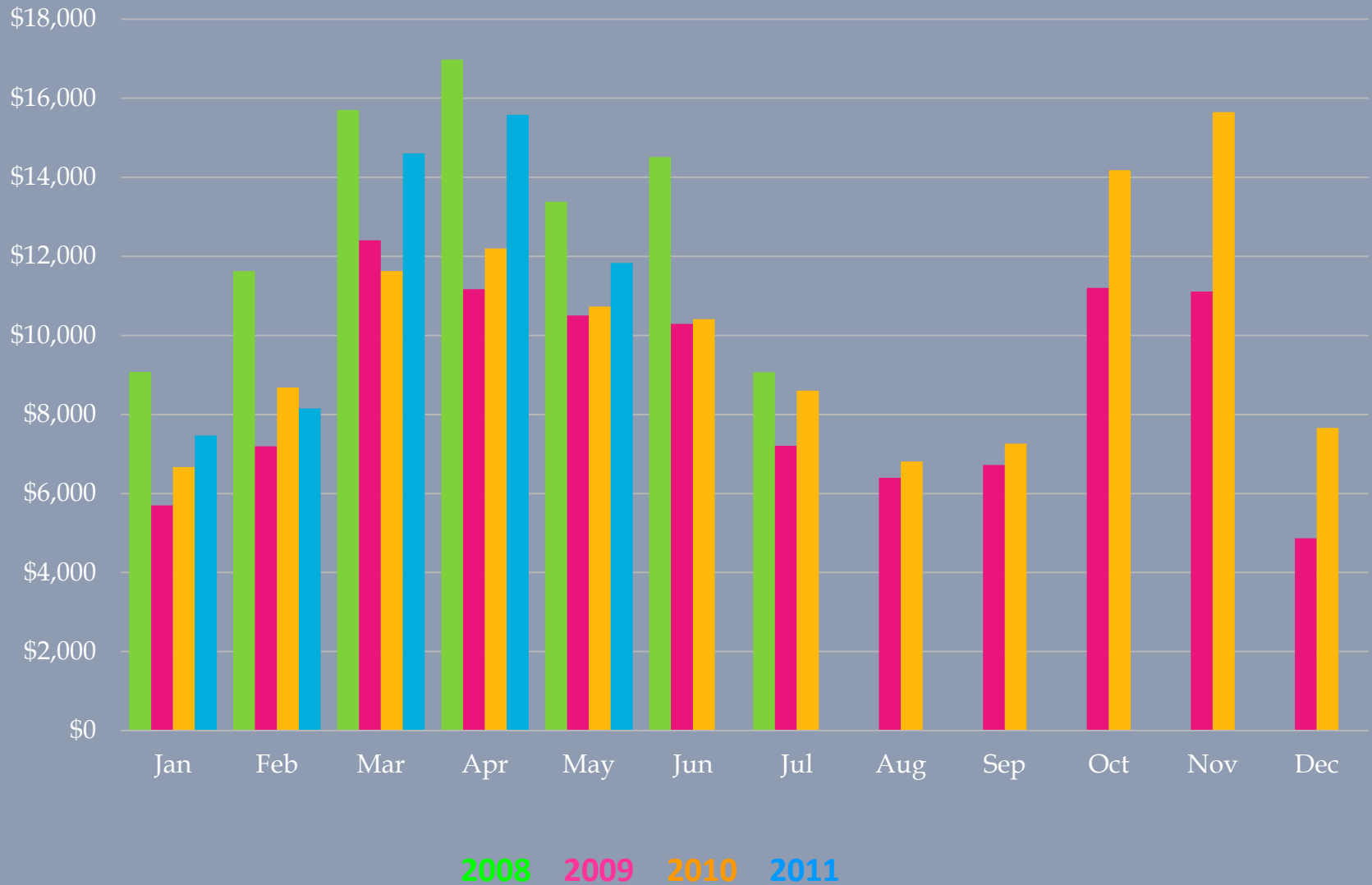
It is estimated over a million dollars in lost revenue (direct) to the airport.

It is estimated over a hundred thousand dollars in lost revenue (indirect) to the airport.

Parking Revenue Lost

| | |
|--------------------------------|-----------------|
| January-08 thru July-08 | \$90,326 |
| January-09 thru December-09 | \$104,763 |
| January-10 thru December-10 | \$120,470 |
| January-11 thru May-11 | <u>\$57,628</u> |
| 36 months of revenue lost | \$373,187 |
| Avg. loss of revenue per month | \$10,366 |

Revenue Lost per month



| | |
|-------------------------|--------------|
| 2008 Permit Validations | 3,356 |
| 2009 Permit Validations | 3,956 |
| 2010 Permit Validations | 4,209 |
| 2011 Permit Validations | <u>1,740</u> |
| 36 months validations | 13,261 |

| | |
|----------------------------|-----|
| Avg. validations per month | 368 |
|----------------------------|-----|

Permits Issued – 19,200

8000 – UCONN, Storrs

2875 – UCONN Health Center

1000 - Department Children's & Families

History (Cont.)

Suspected Abuse by State employees:

- October 2007 lost \$18,431 in revenue
- Sunday – Most heavily traveled day for arrivals
- UCONN Spring recess
- NCAA Basketball Tournaments
- UCONN Football Games
- UCONN Glee Club
- UCONN employee

Departed May 11th returned June 2nd.

22 days = \$165

Traveled with husband & 3 children (eyewitness account)

Proposal

Elimination of courtesy parking program effective September 30, 2011.

October 1, 2011 add the cost of parking in the employee Travel Authorization.

Employee must retain their parking receipt and will be reimbursed in their paycheck. Just like any other reimbursable travel expense.

TRAVEL AUTHORIZATION REQUEST

DD-112 (REV 1/2016)

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER

1. Use this form for travel requiring prior approval.
2. For identification of requests, please assign a separate number to each Request form, and enter it under block 2, T.A. Number.

3. If requesting reimbursement from Union Travel Funds, forward a complete set to the Office of the State Comptroller, Fiscal Policy Division, Travel Unit, 55 Elm Street, Hartford, CT 06106-5775. When Department funded, retain copy for audit purposes.

(1) DATE OF REQUEST

US T.A. NUMBER

(3) BUSINESS UNIT NAME & ADDRESS TO WHICH FORM SHOULD BE RETURNED (Include Zip Code)

BUSINESS UNIT NO.

TELEPHONE NUMBER (Business Office)

(4) EMPLOYEE NAME (FOR WHOM AUTHORIZATION IS REQUESTED)

(5) EMPLOYEE NUMBER

(6) TITLE

(7) SPECIFY BARGAINING UNIT NUMBER, MANAGEMENT OR OTHER

COLLECTIVE BARGAINING IDENTIFICATION ☐ NP-1 ☐ NP-2 ☐ NP-3 ☐ NP-4 ☐ NP-5 ☐ NP-6 ☐ NP-8 ☐ P-1 ☐ P-2 ☐ P-3A ☐ P-3B ☐ P-4 ☐ P-5 ☐ MANAGEMENT ☐ OTHER (Specify)

(8) WORK TELEPHONE NO. (Include area code only)

(9) HOME TELEPHONE NO.

(10) OFFICIAL DUTY STATION (Give complete address)

(11)

ITINERARY

HOME

TO

(12)

DATES

FROM

TO

(13) MISCELLANEOUS INFORMATION (Actual time of departure from home and return to home).
Parking/Reim. Requested? ☐ YES ☐ NO

(14) OBJECT AND NECESSITY OF TRAVEL (Attach substantiating documents)

(15) TYPE OF TRANSPORTATION

(Specify)

☐ AIR ☐ RAIL ☐ STATE OWNED CAR ☐ RENTAL CAR ☐ PERSONAL CAR ☐ OTHER

PROOF OF AUTO INSURANCE
ON FILE AT AGENCY?☐ YES ☐ NO

(16) TOTAL COST (Itemize. NOTE: RATES FOR MEALS AND LODGING SHOULD NOT EXCEED THOSE PROVIDED FOR IN STANDARD TRAVEL REGULATIONS AND IN COLLECTIVE BARGAINING AGREEMENTS.)

| | | | | | |
|---|--|---|-------------------------|--------------------------------|--|
| <input type="checkbox"/> AIRFARE | | <input type="checkbox"/> PERSONAL VEHICLE | | <input type="checkbox"/> | |
| <input type="checkbox"/> LODGING | | (MILE RATE) | | <input type="checkbox"/> | |
| <input type="checkbox"/> CONFERENCE HOTEL | | <input type="checkbox"/> WITH RIDER | REFERENCE RIDER(S) TA.# | <input type="checkbox"/> | |
| <input type="checkbox"/> MEALS | | <input type="checkbox"/> TAX(S) | | <input type="checkbox"/> OTHER | |
| <input type="checkbox"/> TAX | | <input type="checkbox"/> REGISTRATION FEE | | (17) TOTAL COST | |
| <input type="checkbox"/> GRATUITIES | | <input type="checkbox"/> RAIL | | | |

| (18) AMOUNT | (19) FUND | (20) DEPARTMENT | (21) S/O | (22) PROGRAM | (23) ACCOUNT | (24) PROJECT/GRANT | (25) CHARTFIELD 1 | (26) CHARTFIELD 2 | (27) BUDGET REFERENCE |
|-------------|-----------|-----------------|----------|--------------|--------------|--------------------|-------------------|-------------------|-----------------------|
| | | | | | | | | | |
| | | | | | | | | | |

(28) SIGNATURE OF EMPLOYEE

DATE

OFFICE OF THE STATE COMPTROLLER
(Authorized Signature/Date)

(29) APPROVED BY (Supervisor, Div. Head, Director, Dean, etc.)

DATE

(30) AUTHORIZED BY (Business Unit Head or Authorized Agent)

DATE

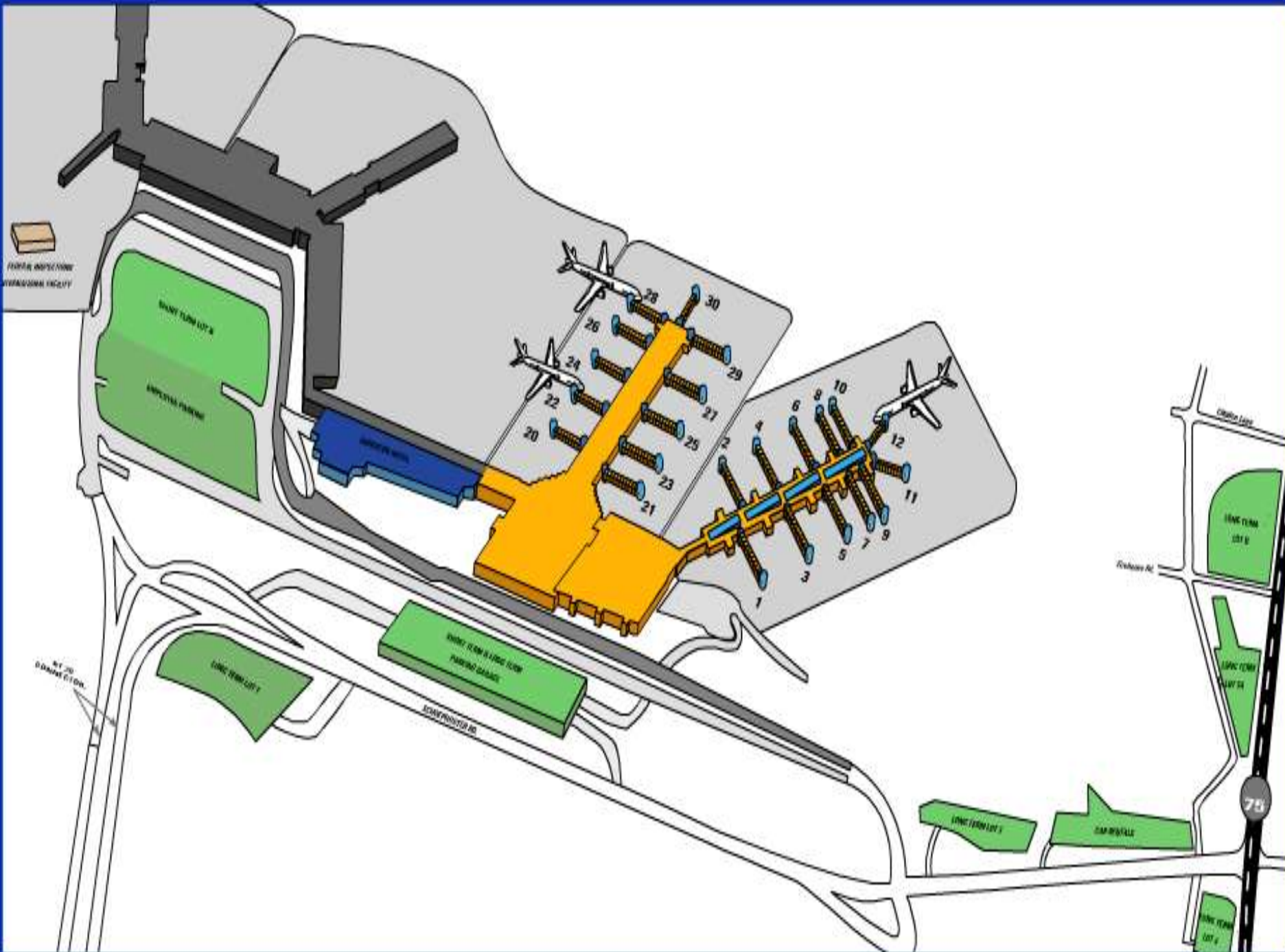
DISTRIBUTION: ORIGINAL - (FOR UNION FUNDS ONLY): COMPTROLLER'S FISCAL POLICY DIVISION, TRAVEL UNIT
COPIES TO - BUSINESS UNIT & EMPLOYEEORIGINAL - (NON-UNION FUNDS) - AGENCY BUSINESS OFFICE
COPY - EMPLOYEE

Most Affordable Parking
is in Lot 4

\$6 per day

or

\$36 per week



Notification

Informational letter to State Agencies.

Contact Travel Officers at each agency.

Inform Standard Parking.

Monitor

Standard Parking Corporation will continue to monitor the parking at BDL.

Since the cost is built into the TA, Standard Parking Corporation will suspend the validation of all parking permits.

Summary

The Airport benefits.

The parking operator benefits.

The parking permit coordinator benefits.

The State employee continues to benefit.

In two words....Everyone benefits.